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CITY OF HOUSTON

Job Posting

All Persons Interested Applications accepted from:

Job Classification Posting Number Department Division Section Reporting Location

Workdays & Hours

PN # 113179 INFORMATION TECHNOLOGY DEPARTMENT

Infrastructure Infrastructure Services

IT Project Manager

611 Walker, 8th Floor M-F, 8 a.m. - 5 p.m.

*Subject to change

9 DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Participates in all aspects of the planning, development and implementation of information systems and strategy for the City; manages a systems project from inception to post-implementation analysis and planning. May include all phases, with diverse tasks such as project development, implementation strategy, planning and support, system requirements, implementation options analysis, RFP Development, vendor selection, procurement processing, conversion planning, operational support requirements definition, integration opportunities, risks analysis, and policy and procedure development.

Utilizes industry and City "Best Practices" to manage projects including developing strategy, policy, guidelines, and procedures. Applies strategic thinking to projects and aligns project goals with City technology strategy. Manages multiple projects and tasks with complex inter-relationships. Ensures comprehensive forecasting and tracking for project budgets, contracts, and project invoices are performed. Ensures the development of timely and appropriate communications for the project. Develops and delivers executive level briefings on assigned IT projects.

10 **WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc. Requires some light lifting (less than 40 lbs).

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Computer Science, Mathematics, Business Administration or a closely related field. Masters Degree & PMP Certification a plus.

MINIMUM EXPERIENCE REQUIREMENTS

12 Six years of progressively responsible experience in the area of information systems, with two of the years in a supervisory capacity, are required.

13 MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

14 **PREFERENCES**

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Demonstrated strategic thinking with ability to operationalize strategies. Demonstrated leadership with strong ability to mentor others.

Proactive and participatory style with a desire to solve problems.

Willingness to roll up sleeves and perform even the most mundane task. Strong track record of starting and successfully completing projects on time and within budget.

Strong knowledge of best practices in project management, statistical, and financial processes

Strong written, oral, and interpersonal skills. Demonstrated success interacting with all levels of an organization.

Demonstrated ability to manage resources in a matrix organization (direct & in-direct reports)

Demonstrated ability to work in a highly complex/ fast paced/ critical operations/ Public Sector environment.

SELECTION/SKILLS TESTS REQUIRED None

16 SAFETY IMPACT POSITION x Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range – Pay Grade 28</u> /eekly \$ 46,202 - \$ 88,582 \$1,777 - \$3,407 Biweekly

OPENING DATE September 13,2006 18

19 **CLOSING DATE** Until filled

APPLICATION PROCEDURES 20

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker floor. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer